



INFORMATION FOR VISITORS

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*Further information can be obtained from the
Director of Finance and Resources at Cotham School - 0117 919 8000*

Welcome to Cotham School. We hope you enjoy your visit. This guide has been put together to provide you with some basic details to help you to familiarise yourself with our school and our key procedures. Please do not hesitate to ask a member of staff if you are unsure about anything.

Please ensure that you report to reception to sign in on arrival and out at departure. You are kindly requested to wear your visitor's badge at all times. In most cases, our reception staff will have been notified in advance of your visit. However, you may be asked to provide identification on arrival. You will be asked to wait in reception area until a member of staff arrives to collect you.

1) SAFEGUARDING INFO FOR ALL VISITORS

Safeguarding is everyone's responsibility. It is everyone's responsibility to ensure the safety of children at all times. Please follow the advice in this leaflet and keep yourself and our students safe.

The key priority for Cotham School is that all adults are aware of their safeguarding responsibilities and promote the welfare of children and young people at all times. Our aim is to promote a culture of being a safe organisation for all our young people and the adults that work with them.

- Ensuring Disclosure and Barring Service (DBS) checks are carried out on all who deal directly with the students or who have access to their personal information.
- Developing recruitment practice in line with relevant guidance.
- Working to promote a safe culture where there is a common understanding of risk management and judgement in relation to safeguarding.
- Ensuring allegations are dealt with quickly, fairly and with transparency and that staff operate a safe practice that does not leave them open to misunderstanding or malicious allegations.
- Giving staff guidance and training to enable them to recognise concerns about children and taking responsibility for acting quickly and appropriately, on those concerns.
- Communication of Safeguarding and Child Protection procedures to all staff, parents and visitors.

We therefore request that you abide by the following at all times:

DO NOT...

- Instigate verbal or physical contact with students (this applies both on and off site) unless it is appropriate and part of an agreed reason for your visit.
- Respond to verbal or physical contact from students. If this occurs, or you have any other concerns about student behaviour then report it immediately to the school receptionist.
- Give any personal information to any students; for example your name, address, contact number or email address.
- Accept physical or verbal abuse from a student. DO NOT respond yourself but report immediately to the school receptionist.

YOU MUST...

If a student discloses any sensitive information to you, you must:

- Tell the student that you cannot keep secrets and that the information they have given will be passed on, in confidence, to someone who can help.
- Document all the information very briefly.

We would ask that should you hear, see or read anything which troubles you, **do not ignore it**, but report your concerns to one of our **Safeguarding Team** directly (below) or to the school receptionist.

<u>Mr Joshua Byworth</u> Designated Safeguarding Lead (DSL) 0117 9198000 Ext 8009	<u>Ms Jo Butler</u> Deputy DSL Headteacher 07748 146 984 or 0117 9198000 Ext 8002
<u>Ms Marie Beaver</u> Post 16 Safeguarding Lead 0117 9198000 Ext 8067	<u>Ms Elizabeth Smith</u> Year 10 & 11 Safeguarding Lead 0117 9198000 Ext 8090
<u>Jennifer Swan</u> Year 8 & 9 Safeguarding Lead 0117 9198000 Ext 8019	<u>Ms Helen George</u> Year 7- 8 Safeguarding Lead 0117 9198000 Ext 8081
<u>Henry Arnold</u> Mental Health Lead 0117 9198000 Ext 8085	<u>Lucy Hunt</u> Safeguarding Governor

3) VISITORS AND CONTRACTORS

All visitors and contractors must report to the appropriate member of staff, signing in on arrival and signing out before leaving the premises. Visitors will be accompanied by a member of staff unless a record of their DBS check has been received and verified.

As a visitor to Cotham School we capture your personal data for the purpose of maintaining your safety. We use this to locate you in an emergency and protect your vital interests. For car registration details we capture this for your legitimate interests to ascertain if you are being blocked, or are blocking in, or if there is a problem with your vehicle. We keep visitor data for 30 days.

Contractors' employees working on the premises when full-time staff are absent (e.g. at night or weekends) shall have adequate fire evacuation arrangements in place and know how to call the emergency services. The risk of fire arising out of the work of any contractor on the premises will be assessed and appropriate precautionary measures put in place.

4) HEALTH AND SAFETY

Cotham School regards the promotion of Health and Safety to be one of the utmost importance for all personnel that attend us as students, employees, and visitors.

It is school policy to ensure that every reasonable step is taken to prevent injury and ill health to personnel by protecting individuals from hazards at work. This includes students and visitors to the school whether it is for the pursuance of their employment or any other activity.

Cotham School undertakes to:

- Assess and control risk as part of the day to day management of school activity.
- Provide and maintain safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently.
- Ensure that constant awareness with regard to Health and Safety at work is maintained in respect of all activities within the school and during out of school/off site activities.
- Periodically review the safety policy as school activities and the associated risks change.

5) FIRE AND EMERGENCY EVACUATION PROCEDURE

On hearing the Fire alarm (an electronic tone) EVACUATE THE PREMISES IMMEDIATELY.

- Assistance should be given to individuals with disabilities or special needs as per any Personal Emergency Evacuation Plan (PEEP) that individuals may have.
- Leave all belongings behind and proceed to the assembly area on MUGA/All Weather Pitch. Do not use the lifts.
- Staff should lead their class groups to the assembly area to assemble in Tutor Groups at designated places, KS3 on the all weather pitch, KS4 on MUGA throughout the evacuation. Any Post 16 students on main site should assemble in an orderly fashion in the MUGA.
- Tutors should then remain with their Tutor Groups and check register of students, registers will be given to tutors by LCs.
- All staff should ensure that all students remain quiet and orderly at all times.
- Should evacuation be necessary out of lesson time e.g. during lesson change or break times the assembly points remain the same.
- All staff will have a responsibility, they should assist assembling students as per the annual Fire Assembly designations. Staff with building sweep responsibilities should check their area and report to the lead fire marshal (Director of Finance & Resources or Assistant Director of Finance & Resources—Facilities & IT Services Lead).
- All visitors should report to the receptionist who will meet them by the Library Fire Doors (near the AWP) so they can be confirmed as present.
- Under no circumstances is anyone allowed to return the buildings until after the “**ALL CLEAR**” has been given by the Headteacher or their representative.

6) SECURITY

Please keep briefcases, laptops and bags etc. with you at all times whilst on the school site. Also remember to keep your personal belongings and paperwork safe.

7) FIRST AID

- For all First-Aid requirements please contact reception by dialling ext.8200
- Give details of the injury and the location of the person/s needing assistance
- A trained First Aider will be sent to the scene immediately

8) SMOKING

Cotham School is a NO SMOKING zone. Smoking (including E-cigarettes/Vaporizers) is strictly prohibited, this applies to the whole school site and grounds, including the Charnwood site.